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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : C/Plans and Policy Staff

DATE: 1 February 1956

FROM : C/Junior Officer Training Program

SUBJECT: Weekly Activity Report #5  
25 January - 31 January 1956

A. SIGNIFICANT ITEMS

Nothing to report.

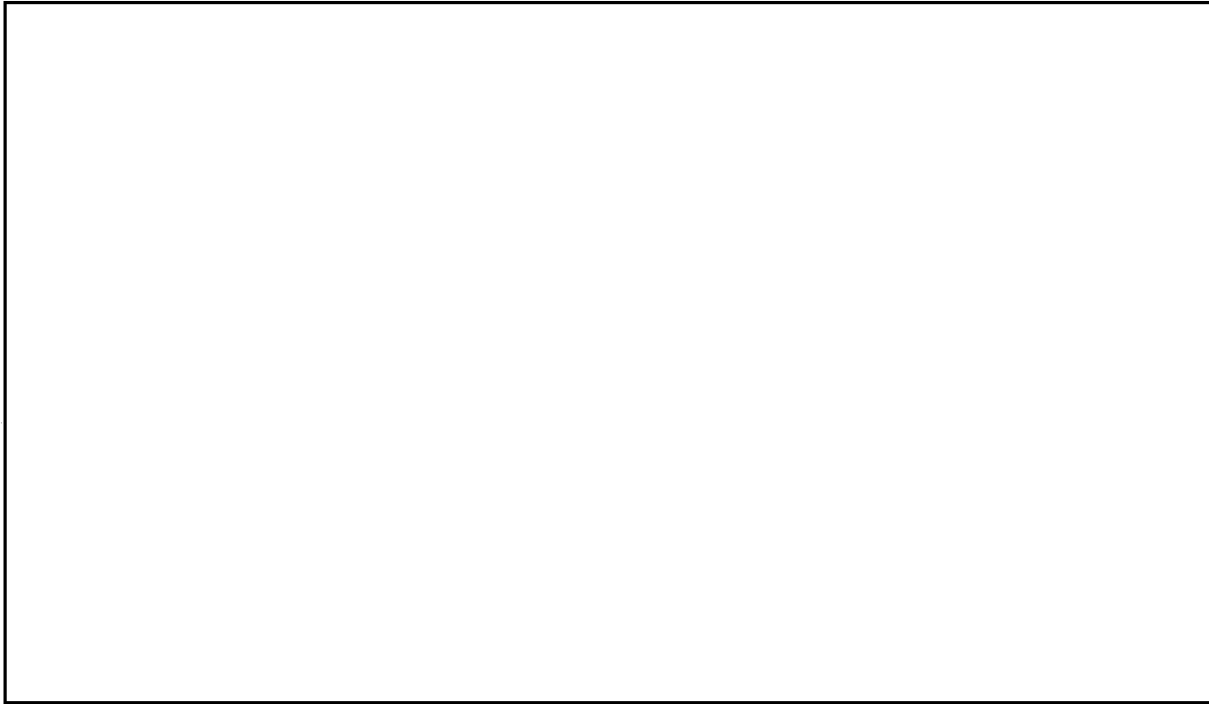
B. NORMAL ACTIVITIES

1. C/JOTP attended the meeting of the Career Development Committee.
2. Meetings were held with the following officials on the business indicated:

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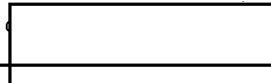


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3. Interviews were held with eight candidates.

4. Of five new files reviewed, two candidates were invited to Washington for pre-employment medical exams, testing, and interviews; two were scheduled for field testing; and one was put in suspense.

5. A request for a temporary action was submitted



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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans &amp; Policy Staff/TR

DATE: 25 January 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #4

I. SIGNIFICANT ITEMS: NoneII. OTHER ITEMS:

A. OTR IMPREST FUNDS The Chief, Finance Division, has notified OTR that he feels the practice of advancing money to OTR employees from OTR imprest funds is improper. A review is being made of OTR's policy in this respect. The results will be taken up with the Chief, Finance Division.

B. OTR RECORDS PROGRAM The first draft of the Records Control Schedule for OTR has been completed. The draft will now be presented to School and Staff Chiefs for concurrence.

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JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ DOC. NO. 28 NO CHANGE  
IN CLASS/ /DECLASS/ /CLASS CHANGED TO: TS S ~~SECRET~~ JUST. 22  
NEXT REV DATE 09 REV DATE 12-13-79 REVIE \_\_\_\_\_ PE DOC. 02  
NO. PGS 11 CREATION DATE \_\_\_\_\_ ORG COMP 11 OPI 11 ORG CLASS S  
REV CLASS S REV COORD. \_\_\_\_\_ AUTH: HR 70-3

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G. OTR MILITARY RESERVISTS The machine run of OTR's military reservists has been received from the Office of Personnel. In checking the list it was found that it is incomplete. School and Staff Chiefs have been requested to provide up to date lists of reservists in their components. It is expected that the records of the Personnel Office/TR will be complete by 27 January 1956.

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PERSONNEL ITEMS:

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